Academic Affairs

University Library

PDX Open: Reducing Student Textbook Costs

Project Management Plan
Purpose

The primary goal of the PDX Open Project is to reduce the cost of textbooks for students by adopting open educational resources, particularly online and open access textbooks. This adoption would allow for more customizable and relevant content, dissemination and distribution of PSU faculty disciplinary knowledge and pedagogical expertise to the larger academic community and public, and the heightened visibility of PSU’s unique strengths in the areas of community engagement and sustainability.

Expected Outcomes

- Develop the Digital Commons infrastructure for hosting and archiving PSU faculty-authored open textbooks. PSU Library’s DC instance (PDXScholar) will allow for easy findability and stable access to PSU open textbooks.
- Develop publishing support services and procedures and advertise to PSU faculty. Book cover, formatting instructions and guideline materials will be available for PSU faculty who seek to develop open educational materials.
- Award stipends to PSU faculty for developing online open textbooks with the anticipation of textbooks to support courses offered in Fall 2014.

Scope

- See expected outcomes, above.

Roles & Responsibilities

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<tr>
<th>Role/Assigned Parties</th>
<th>List of Responsibilities</th>
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| Vice Provost for Academic Innovation and Student Success  
  Sukhwant Jhaj       | Ultimate authority and responsibility for the project budget, timeline and scope |
| Project Sponsors  
  Marilyn Moody - Dean, University Library | Responsible to ensure that project is in line with Departmental needs/goals  
  Work to assure availability of essential project resources within the specific Department |
| Project Lead  
  Sarah Beasley - Education/Social Science Librarian, University Library | Serve as central point of communication for the project, Manage project budget  
  Oversee day-to-day operations of the Project Team |
<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
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| Project Manager | - Co-manage key project documentation  
- Mitigate issues and risks  
- Manage overall scope and schedule including administering the change management process  
- Mitigate issues and risks |
| Project Assistant | - Support project through work including documentation, action follow-up, project plan updates, scheduling meetings and status report updates. |
| Project Team | - Carry out daily project tasks  
- Create/contribute to project deliverables as applicable  
- Serve as first line of defense in issue and risk mitigation  
- Support requirements gathering process for business and systems requirements as applicable  
- Contribute to creation and documentation of policies and procedures  
- Serve as liaisons and project champions to all project stakeholders |
| Other Stakeholders | - Be available to the Project Team to answer questions and provide feedback as needed |

### Communications

Communications are a central part of this project. The Project Lead, and other team members when applicable, are requested to provide information approximately two times per term for status reporting and, on an ongoing basis, act as champions of the project.

### Change Process

A change request may be submitted by any project participant. If the change does not impact the project scope as defined by project documentation (MOU, Project Management Plan and any additional statements of scope), the schedule, or the budget of the project as assigned to various categories, then the change can simply be a conversation between the Project Lead and the Requestor. The Project Lead
may then determine whether or not the change requires additional input from any member of project leadership, including the Steering Committee and Project Sponsors. Project leadership (Project Lead and Project Sponsors) may then, at their discretion, determine if a formal change request is needed.

If the change being requested will have or has the potential to have an impact on the project scope, schedule or budget then the following formal change process must be initiated:

1. The Requestor will fill out a Change Request Form as completely as possible.
2. Requestor submits the Change Request Form to the Project Manager and the Project Lead via email, who then convenes the Steering Committee if one exists.
3. The Steering Committee, if one exists, will make a recommendation to the Vice Provost for Academic Innovation and Student Success, who is the final decision-maker on all change requests. The Vice Provost for Academic Innovation and Student Success will determine the overall impact of the change, vet the change with relevant parties/stakeholders and make a decision as to whether or not the change will be approved.
4. If no Steering Committee exists, the Project Lead will share the Change Request Form with the Project Sponsors for their review and input. The Project Lead and Project Sponsors will then make a recommendation to the Vice Provost for Academic Innovation and Student Success, who is the final decision-maker on all change requests. The Vice Provost for Academic Innovation and Student Success will determine the overall impact of the change, vet the change with relevant parties/stakeholders and make a decision as to whether or not the change will be approved.
5. The Vice Provost for Academic Innovation and Student Success or Project Sponsors will communicate the decision back to the requestor and will, subsequently, communicate any changes that were made to the scope, timeline or budget to all the appropriate parties. This will include distributing the completed request to the project team.